

SENIOR ENLISTED PERFORMANCE REPORT (MSGT thru CMSGT)

I. RATEE IDENTIFICATION DATA (Read AFI36-2403 carefully before completing any item)

1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, AND LOCATION			6a. PAS CODE
			6b. SRID
7. PERIOD OF REPORT From: Thru:		8. NO. DAYS SUPERVISION	9. REASON FOR REPORT

II. JOB DESCRIPTION

1. DUTY TITLE
2. KEY DUTIES, TASKS, AND RESPONSIBILITIES

III. EVALUATION OF PERFORMANCE

1. DUTY PERFORMANCE (Consider quality, quantity, and timeliness of duties performed)

<input type="checkbox"/> Inefficient. An unprofessional performer.	<input type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior in all areas.
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2. JOB KNOWLEDGE (Consider whether ratee has technical expertise and is able to apply the knowledge)

<input type="checkbox"/> Lacking. Needs considerable improvement.	<input type="checkbox"/> Sufficient. Gets job accomplished.	<input type="checkbox"/> Extensive knowledge of all primary duties and related positions.	<input type="checkbox"/> Excels in knowledge of all related positions. Mastered all duties.
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3. LEADERSHIP (Consider whether ratee motivates peers or subordinates, maintains discipline, sets and enforces standards, evaluates subordinates fairly and consistently, plans and organizes work, and fosters teamwork)

<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Gets satisfactory results.	<input type="checkbox"/> Highly effective leader.	<input type="checkbox"/> Exceptionally effective leader.
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4. MANAGERIAL SKILLS (Consider how well member uses time and resources)

<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Manages resources in a satisfactory manner.	<input type="checkbox"/> Skillful and competent.	<input type="checkbox"/> Dynamic, capitalizes on all opportunities.
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5. JUDGEMENT (Consider how well ratee evaluates situations and reaches logical conclusions)

<input type="checkbox"/> Poor.	<input type="checkbox"/> Sound.	<input type="checkbox"/> Emphasizes logic and decision making.	<input type="checkbox"/> Highly respected and skilled.
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6. PROFESSIONAL QUALITIES (Consider ratee's dedication and preservation of traditional military values - integrity and loyalty)

<input type="checkbox"/> Unprofessional, unreliable.	<input type="checkbox"/> Meets expectations.	<input type="checkbox"/> Sets an example for others to follow.	<input type="checkbox"/> Epitomizes the Air Force professional.
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7. COMMUNICATION SKILLS (Consider ratee's ability to organize and express ideas)

<input type="checkbox"/> Unable to communicate effectively.	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily.	<input type="checkbox"/> Organizes and expresses ideas clearly and concisely.	<input type="checkbox"/> Highly skilled writer and communicator.
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IV. PROMOTION RECOMMENDATION (Compare this ratee with others of the same grade and AFS. For CMSgts, this is a recommendation for increased responsibilities.)					
RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED AT THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
RATER'S RECOMMENDATION	1	2	3	4	5
RATER'S RATER'S RECOMMENDATION	1	2	3	4	5

V. RATER'S COMMENTS

I certify that in accordance with AFI 36-2403 an initial feedback session was conducted on _____, and a midterm feedback session was conducted on _____. (If not accomplished, state the reason).

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	DUTY TITLE	DATE
	SSN	SIGNATURE

VI. RATER'S RATER'S COMMENTS		CONCUR		NONCONCUR
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NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	DUTY TITLE	DATE
	SSN	SIGNATURE

VII. INDORSEER'S COMMENTS		CONCUR		NONCONCUR
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NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	DUTY TITLE	DATE
	SSN	SIGNATURE

VIII. FINAL EVALUATOR'S POSITION	IX. TIME-IN-GRADE ELIGIBLE <small>(N/A for CMSgt or CMSgt selectee)</small>	X. COMMANDER'S REVIEW
A SENIOR RATER		CONCUR
B SENIOR RATER'S DEPUTY		NONCONCUR (Attach AF Form 77)
C INTERMEDIATE LEVEL	YES	SIGNATURE
D LOWER LEVEL	NO	